

## DC Main Street Monthly Report

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**NOTE: REPORTS ARE DUE ON THE 5<sup>th</sup> OF EACH MONTH AND LATE ON THE 15<sup>th</sup>**

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Please report only those items occurring in your Main Street project area.

**PLEASE SEND:**

- One copy of your monthly report
- One copy of board meeting minutes
- One copy of monthly financial report
- One copy (not originals) of news clippings
- One copy of your newsletter (if not previously mailed to DCMS)
- THREE copies of printed materials (posters, brochures, coupons, etc.)

Please Send this information to:

reSTORE DC 441  
4<sup>th</sup> Street, NW, Suite 1140N  
Washington, DC, 20001

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Month and Year:

Main Street Comm. Name:

Executive Director (or person completing report):

## I: Design

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### A. Completed Façade Renovations

(Include any façade [storefront] work completed)

	Building and Address	Amount Invested	Source of \$	ITC?
1				
2				
3				
4				

### B. Other Completed Building Rehab Projects or New Construction

(Include completed work, new construction etc.) [other than façade storefronts]

	Building and Address	Amount Invested	Source of \$	ITC?
1				
2				
3				
4				

### C. Building Renovations/Rehabilitations in Progress

	Building and Address	Amount Invested	Source of \$	ITC?
1				
2				
3				
4				

**D. Buildings Sold**

(List any property transfers in your project area)

	Building and Address	Amount Invested	Source of \$	ITC?
1				
2				
3				
4				

**E. Public Improvements Completed Affecting District**

	Building and Address	Amount Invested	Source of \$	ITC?
1				
2				
3				
4				

**F. Design Commentary Update:**

## II: Economic Restructuring

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### A. New Businesses Opened in District

		# New Jobs		
	Name and Address	Business Type	Full-Time	Part-Time
1				
2				
3				
4				

### B. Businesses Closed in District

		# Lost Jobs		
	Name and Address	Business Type	Full-Time	Part-Time
1				
2				
3				
4				

### C. Businesses Moved out of the District

		# Lost Jobs		
	Name and Address	Business Type	Full-Time	Part-Time
1				
2				
3				
4				

**D. Businesses Relocated/Expanded in District**

	Name and Address	Business Type	# Additional	
			Full-Time	Part-Time
<b>1</b>				
<b>2</b>				
<b>3</b>				
<b>4</b>				

**E. New Housing Completed in District**

	Housing Name and Address	Unit Size & Rental/Purchase Price	# of Units
<b>1</b>			
<b>2</b>			
<b>3</b>			
<b>4</b>			

**F. Economic Restructuring Commentary/Update**

## III: Promotion

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### A. Neighborhood Business District Promotions Completed

(R-Retail, SE-Special, Event I-Image)

Activity Name	Description	Type	Sponsor	Cost to MS	Total Cost

### B. Evaluation of each Promotional Event

Event Name	Achievement

### **C. Promotions in Planning Stages**

Event and Description	Proposed Date

### **D. Promotion Commentary/Update**

## IV: Organization

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### A. Organizational Activities Completed

(Type-fundraising, marketing of program, volunteer development, etc.)

Activity Name	Description	Type	Total Cost

### B. Evaluation of each Organization Activity Completed

Event Name	Achievement

### C. Organization Activities in Planning Stages

Event Name	Planned Date



## **D. Organization Commentary/Update**

## V: Other

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### A. Training Sessions

Who Attended	M.S. Position	Date	Topic

Attach additional sheet if this table is not adequate

### B. Volunteer Hours Donated

	Event/Volunteer Name	Location/Event	Hours Donated
1			
2			
3			
4			
5			
6			
7			
8			

### **C. Board Member Changes**

### **D. Other News or Commentary** (List relevant items not covered elsewhere)

### **E. Program Commentary** (List critical issues, problems, and successes of the past month)

### **F. Outlook** (List Goals and Challenges of the Future)

### **G. Suggestions for DC and National Main Street Staff** (List suggestions on services, training topics, new resources, or questions)

## First Year Operating Budget – Sample

## SimCity Downtown Development Association

## First Year Operating Budget

(Mid-Sized program, population 5,000-50,000, full-time director)

	Cash	In-Kind	TOTAL
<b>Personnel</b>			
Executive Director (including taxes)	30,000		30,000
Benefits	1,800		1,800
Clerical, Bookkeeping	420	300	720
Filing Fees, etc.	1,000		1,000
<b>TOTAL PERSONNEL</b>	<b>33,220</b>	<b>300</b>	<b>33,520</b>
<b>Office</b>	<b>2,800</b>	<b>2,400</b>	<b>5,200</b>
Rent	320		320
Utilities	1,200		1,200
Telephone	850	200	1,050
Office Supplies	1,100		1,100
Postage	400		400
Org. Insurance	600	1,500	2,100
Equip. Repair	400		400
Dues and Subscriptions	2,800	2,400	5,200
<b>TOTAL OFFICE</b>	<b>7,670</b>	<b>4,100</b>	<b>11,770</b>
<b>Other</b>			
Photography	300		300
Printing	2,500	1,000	3,500
Local Meetings	250		250
Workshops, Training, Travel	2,400	200	2,600
Public Relations	1,700		1,700
Advertising and Promotions	3,000	1,500	4,500
Technical Assistance	2,100		2,100
Committee Expenses	2,000	4,300	6,300
Miscellaneous	500		500
<b>TOTAL OTHER</b>	<b>14,750</b>	<b>7,000</b>	<b>21,750</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>55,640</b>	<b>11,400</b>	<b>67,040</b>